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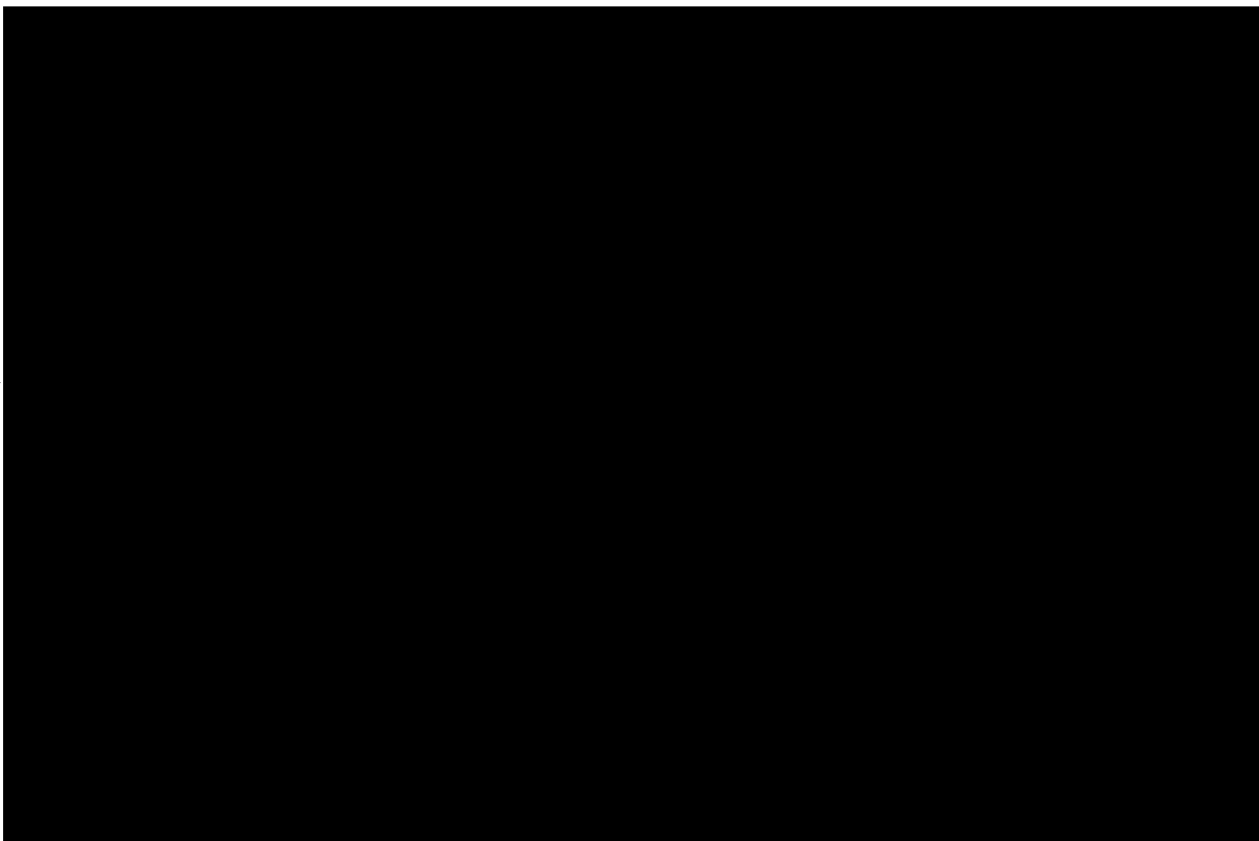
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27 May 1965

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Weekly Report of the Office of Training  
27 May 1965

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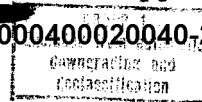


2. Extent and Diversity of Training Activities

The schedule of courses for FY 1966 to be given by the Headquarters Training Branch is illustrative of the wide range of our training activities. While only a small part of the Office of Training, this branch -- a major component of the Operations School -- has the responsibility of giving advanced and specialized training to Clandestine Services and Support personnel.

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The instruction during the coming FY covers training in covert action, counterintelligence, foreign intelligence, and support to clandestine operations in Headquarters and overseas. A total of nineteen courses, varying in frequency of presentation from one to eight times each, is provided for. The average is three weeks in length, with the shortest running one week half time and the longest running eight weeks full time. During Calendar 1964, the staff of fourteen instructors with the assistance of selected representatives from the Clandestine Services trained a total of [REDACTED] students.

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3. Special Scientific and Technical Operations Course

The Third Special Scientific and Technical Operations Course for FE Division will be completed by eighteen staff officers on 28 May. This three-week course will be climaxed by a week of field trips to the following installations: the George C. Marshall Space and Flight Center, the U.S. Army Biological Laboratories, the U.S. Army Chemical Research and Development Center, the National Photographic Intelligence Center and the SM-1 Nuclear Reactor Power Plant. These trips will expand on previous instruction in the course and will enable participants to see at first hand and in operation certain types of scientific and technical devices and equipment.

4. Tutorial Instruction in Communism [REDACTED]

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The School of International Communism has been requested by the

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5. School of International Communism

SIC personnel frequently participate in outside training programs at government agencies and private institutions. During the period 8-18 May seven instructors gave twelve different lectures on various phases of Communism at eight different courses being run at Foreign Service Institute, Ft. Holabird, Defense Intelligence School, and American University.

6. Reading Improvement Course

The Office of Logistics has expressed interest in having a Reading Improvement Course organized for their personnel. They were favorably impressed with a new technique called "VICURE;" Instead of jumping into this, an alternative was suggested that OL send three or four employees to the different courses now being run at USDA, YWCA, and GWU and a comparison be made as to the value of the different courses. This would give OTR some practical basis for selecting the program most suitable for meeting OL's larger requirement and for handling miscellaneous individual requests for reading improvement.

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7. Summer Institute for Federal Executives

On 20 May we advised Mr. Frank Steggert, University of Wisconsin, that we would have a minimum of six bonafide candidates for the summer Institute for Federal Executives. He agreed to reserve spaces for us in the specific units our candidates have requested. It is possible that we may have several more candidates before registration closes.

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SIGNED

MATTHEW BAIRD  
Director of Training

Attachment:  
Attendance Report

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## OTR (Internal) Attendance for Week of:

Category	10-14 May				17-21 May			
	FT	PT	Tut	Total	FT	PT	Tut	Total
Operations	75	14	---	89	156	14	---	170
Intelligence	44	---	---	44	48	9	---	57
Communication	---	---	---	---	---	---	---	---
Management	30	---	---	30	67	---	---	67
Clerical	8	23	---	31	8	16	---	24
Communism	32	---	---	32	32	---	---	32
Language	74	159	---	233	68	169	---	237
VLTP	---	106	---	106	---	101	---	101
Tutorial	---	---	28	28	---	---	27	27
<b>TOTAL</b>	<b>263</b>	<b>302</b>	<b>28</b>	<b>593</b>	<b>379</b>	<b>309</b>	<b>27</b>	<b>715</b>

## OTR (External training)

Week of 10-14 May -- 421 Agency employees  
in 274 external courses  
or programs.

Week of 17-21 May -- 418 Agency employees in  
273 external courses or  
programs.

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